

 NORFOLK Department of Police	Administrative General Order – ADM-420: Virginia Uniform Summons		
	Office of Preparation: Strategic Management Division (mar)		
	CALEA:	61.1.2, 61.1.3, 61.1.5, 82.3.4	
	VLEPSC:		
LEGAL REVIEW DATE:	9-15-2015	PRESCRIBED DATE:	10/8/15
City Attorney:	Jack E Cloud	City Manager/Director of Public Safety:	M. Anderson
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		[Signature]	

Purpose:

The purpose of this order is to provide procedures for issuing the Virginia Uniform Summons for misdemeanor criminal and traffic offenses.

Policy:

Officers shall release an arrestee on a Virginia Uniform Summons, providing that they meet the criteria set forth by code. An arrestee who is placed in full custodial arrest in lieu of being released on a summons shall be taken without delay to a magistrate or other appropriate issuing authority.

Unless specifically instructed by departmental directive, all individuals arrested for misdemeanor and/or traffic violations shall be charged citing the appropriate City Code Section for offenses in which parallel City and Virginia State Code Sections exist. An officer shall contact his/her supervisor for guidance whenever there is reason to believe that citing a Virginia State Code is more appropriate for any violation as described above. Commands shall forward information regarding any such exceptions to this policy to the Strategic Management Division. The Strategic Management Division shall forward the information to the City Attorney for an opinion.

Supersedes:

1. G.O. ADM-420, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Misdemeanor Criminal Offenses
- II. Traffic Offenses
- III. Record Checks
- IV. Immunity from Arrest
- V. Summons Completion Instructions
- VI. Record Keeping

I. Misdemeanor Criminal Offenses

- A. A PD 551, Virginia Uniform Summons, Attachment A, shall be issued to persons charged with a misdemeanor criminal offense committed in the arresting officer's presence, in lieu of a full custodial arrest, when the arrest situation meets the criteria listed below. A Virginia Uniform Summons shall not be written for felony charges.
1. Virginia Uniform Summonses for Class 1 and 2 misdemeanors are to be issued provided the following requirements are met:
 - a. Arrestee provides his or her name, address, and all pertinent data necessary to complete the summons.
 - (1) The arresting officer shall verify the arrestee's information, e.g., DMV, military or other official picture identification, previous arrest, or identified by a reliable third party, etc.
 - (2) The arresting officer shall request a thumb print from the arrestee for all criminal offenses, before the summons is signed and issued.
 - b. Arrestee signs promise to appear in court.
 - c. Arrestee discontinues the unlawful act.
 - d. Officer believes arrestee will obey summons and appear at time and place specified.
 - e. Officer believes the arrestee is not likely to cause harm to himself/herself or any other person as a result of being released on a summons.
 2. Virginia Uniform Summonses for Class 3 and 4 misdemeanors are to be issued, except for the offense of public drunkenness and violations of Virginia State Code, Section 18.2-407, Remaining at place of riot or unlawful assembly after warning to disperse, provided the following requirements are met:
 - a. Arrestee provides name, address, and all pertinent data necessary to complete the summons.
 - (1) The arresting officer shall verify the arrestee's information, e.g., DMV, military, or other official picture identification, previous arrest, or identified by a reliable third party, etc.
 - (2) The arresting officer shall request a thumb print from the arrestee for all criminal offenses, before the summons is signed and issued.
 - b. Arrestee signs promise to appear in court.
 - c. Arrestee discontinues the unlawful act.

B. Exceptions

1. A Virginia Uniform Summons shall be issued to persons charged with misdemeanor offenses involving shoplifting/concealment not committed in the officer's presence when the arrest situation meets the criteria for release on a summons and according to procedures set forth in G.O. OPR-455: Shoplifting.
2. If the arrest is based on a complaint which demonstrates probable cause, the spaces on the summons pertaining to the complainant will be completed (Attachment A, blocks 11 and 12), and the issuing officer will not be required to appear in court unless he/she has relevant testimony concerning the case.
3. Officers shall refer to G.O. OPR-452: Family Violence, for procedures when charging an individual with domestic violence.
4. Officers shall refer to G.O. OPR-320: Driving Under the Influence (DUI), for procedures when charging an individual with DUI.

- C. Persons arrested for prostitution and soliciting for prostitution shall be charged under Virginia State Code, Section 18.2-346, Prostitution; commercial sexual conduct; commercial exploitation of a minor; penalties. A subparagraph of Virginia State Code, Section 18.2-346.1, Testing of convicted prostitutes and injection drug users for infection with human immunodeficiency viruses and hepatitis C; limited disclosure, provides that a person convicted under Virginia State Code, Section 18.2-346, shall be required to submit to testing for Human Immunodeficiency Virus (HIV).

II. Traffic Offenses (61.1.2), (61.1.5), (61.1.3)

- A. Officers are responsible for the enforcement of all applicable traffic codes/ordinances including, but not limited to, the following offenses:
1. Driving under the influence of alcohol/drugs
 2. Operating a vehicle after driving privileges have been suspended or revoked
 3. Speed violations
 4. Hazardous violations
 5. Off-road vehicle violations
 6. Equipment violations
 7. Public carrier/commercial vehicle violations
 8. Non-hazardous violations
 9. Violations committed by juveniles
 10. Violations committed by non-residents (out of area and/or state)

11. Multiple Violations
12. Newly enacted laws and/or regulations
13. Violations resulting in traffic collisions
14. Pedestrian and/or bicycle violations

B. The decision to charge or release a violator may be based on a number of factors including, but not limited to:

1. Time of day
2. Traffic conditions
3. Weather
4. Seriousness of the infraction
5. Concurrent infractions
6. Condition of the driver
7. Exigent or extenuating circumstances

C. A Virginia Uniform Summons shall be issued for violations of State or City motor vehicle codes or ordinances, except for those circumstances listed below. For purposes of arrest, traffic violations shall be treated as misdemeanors.

1. Officers shall make a full custodial arrest of persons in lieu of issuing a Virginia Uniform Summons when any of the following exists:

- a. The person is being charged with a felony.
- b. The person refuses to provide his or her name, address, and all pertinent data necessary to complete the summons.
 - (1) The arresting officer shall verify the arrestee's information, e.g., DMV, military or other official picture identification, previous arrest, or identified by a reliable third party, etc.
 - (2) The arresting officer should request a thumb print from the arrestee for traffic offenses when unable to verify information with picture identification, before the summons is signed and issued.
- c. The person is believed by the arresting officer to be likely to disregard a summons. The officer must be able to articulate the reasons for this belief, e.g., subject states that they will not appear, or subject gives false or inaccurate personal information and refuses to give correct information.
- d. The person refuses to promise to appear in court by not signing the summons.

2. Non-Resident Violator Compact (NRVC)

A resident or licensed driver from a jurisdiction that is a member of the Non-Resident Violator Compact (NRVC), Attachment B, who is arrested by an officer for a moving traffic violation, which does not carry suspension or revocation, shall be issued a Virginia Uniform Summons providing the arrest situation meets the criteria for release on a summons.

a. Types of citations not covered by the NRVC:

- (1) Offenses which mandate personal appearance
- (2) Moving traffic violations which alone carry suspension or revocation
- (3) Equipment violations
- (4) Inspection violations
- (5) Size and weight violations
- (6) Parking violations
- (7) Transportation of hazardous materials violations

b. See Non-Resident Violator Compact, Attachment B, for a list of jurisdictions participating in the NRVC.

D. FR 422A, DMV Confirmation of Liability Insurance, Attachment C, will be utilized to conduct insurance checks to verify that motor vehicle operators are insured or have paid the uninsured motorist fee.

1. The Confirmation of Liability Insurance Form may also be used in situations involving other traffic cases when insurance coverage is questionable. If used, officers will not issue a traffic summons for no liability insurance.
2. The Confirmation of Liability Insurance Form will be distributed according to the annotation at the bottom of the form. DMV's copy will be forwarded to the CRD which will in turn send it to DMV.

E. MED 3, DMV Medical Review Request, Attachment D, will be completed by officers requesting that an operator's driving qualifications be re-examined. The request must describe the circumstances which lead the officer to believe that the operator's ability to operate a motor vehicle is impaired, e.g., medical, vision,

written, and/or driving skills. Medical Review Request forms will be reviewed and approved by a supervisor before sending to DMV.

III. Record Checks

- A. The charging officer shall ensure that the Norfolk Police Department Records Management System and the National Crime Information Center/Virginia Criminal Information Network (NCIC/VCIN) files have been checked for any outstanding legal documents that need to be served. Refer to G.O. ADM-445: Legal Process, for additional information.
- B. Misdemeanor charges and enhanced punishment for multiple convictions
 - 1. The charging officer shall ensure that the arrestee's criminal record is checked before placing second or subsequent charges. If at the time of the arrest the officer is unable to determine whether the arrestee has prior convictions, the officer shall investigate the defendant's record as soon as possible after the arrest. If the officer discovers additional related convictions, he/she shall obtain the required documentation and amend the charge appropriately.
 - 2. Officers are reminded that the prosecution bears the burden to prove that the defendant was represented by counsel or waived their right to counsel in previous convictions in order to seek an enhanced punishment for a subsequent misdemeanor offense. *Sargent v. Commonwealth*, 5 Va. App. 143, 143-155, S.E.2d 895 (1987).
 - 3. To substantiate the existence of a prior conviction, the charging officer must produce at trial either a certified true copy of a waiver form, a court disposition sheet, a docket sheet, or any other documents that show the defendant was represented by counsel, or waived counsel, and was convicted of the offense.
 - 4. The charging officer shall forward a completed PD 665, Request for Sargent's Material, Attachment E, to the Central Records Division (CRD) by the officer's next working day.
 - 5. CRD shall prepare a letter(s) to the appropriate court(s) requesting court record(s) as soon as possible, in order to expedite the process since these documents are needed for court.
 - 6. CRD shall forward court documents to the requesting officer upon receipt. Officers who have not received the court documents in time for the court hearing may contact the CRD for a copy of the letter for the purpose of requesting a continuance.

- C. The charging officer shall ensure that the Division of Motor Vehicle (DMV) record, vehicle and/or driver files are checked for traffic-related charges before issuing a summons.

Refer to the Violations Requiring Abstracts Section, Attachment F, Additional Summons Information, for a listing of Virginia State Code violations that requires every law enforcement officer to request from the DMV an abstract or transcript of the operator's conviction record on file with DMV. These abstracts are required whether the person is placed in physical custody or released on a summons.

1. In-State Records

Officers may obtain a driver transcript using computer terminals located at the various commands or forward a request through a mobile data computer at the time of initial stop.

2. Out-of-State Records

The Driver License Compact (DLC) is designed to assist law enforcement officials in the exchange of information on convictions, records, licenses, withdrawals, and other pertinent licensing information between states and the District of Columbia. See Attachment B, Driver's License Compact, for a list of jurisdictions participating in the DLC.

IV. Immunity From Arrest (61.1.3)

Legislative Immunity

- A. Members of the United States Congress are exempt from arrest when Congress is in session, or when they are en route to or from congressional business, except in cases involving treason, a felony, or a breach of the peace. U.S. Constitution, Article I, Section 6. However, traffic summonses may be issued.
- B. Members of the Virginia General Assembly are exempt from arrest during a legislative session, or for fifteen days before the beginning or after the ending of any session, except in cases involving treason, a felony, or a breach of the peace. Constitution of Virginia, Article IV, Section 9. However, traffic summonses may be issued.

V. Summons Completion Instructions (61.1.5)

A. Procedures for Multiple Charges

1. Issue a separate Virginia Uniform Summons for each traffic infraction or criminal offense charged.

2. When an officer issues a traffic and criminal summons to the same individual for multiple offenses occurring within the context of one incident, both summonses shall be written for trial in the appropriate traffic court.
3. Officers shall issue related Class 3 or 4 misdemeanor summonses to suspects who are taken into physical custody and brought before a magistrate. Officers shall not request magistrates to issue a magistrate summons for these charges. Refer to G.O. OPR-730: Court Appearances, for instructions on the use of PD 934, Warrant Information Supplement.

B. Guilty Pleas on Pre-payable Offenses

1. Individuals who have been released on a summons may appear at the Office of the Clerk of the Court to which the summons is returnable, prior to their scheduled court date, and enter a plea of guilty to the charged offense provided the offense does not appear in Offenses For Which Trial May Not Be Waived Section, Attachment H.
2. The General District Court requests that additional information be provided on certain charges to help determine whether a guilty plea may be accepted on an offense prior to the scheduled court date. See Charges Which Require Additional Information Section, Attachment H, for examples.

C. Procedures for Correcting Errors on Summonses

1. When an incorrect entry is made on a summons, officers shall draw a single line through the error and write the correction in the presence of the defendant. The defendant and issuing officer shall initial the correction(s).
2. If an error occurs in the scheduling of court, e.g., incorrect court date, time, or courtroom, and discovered after the defendant has left the scene, the following procedures shall be adhered to:
 - a. The officer shall draw a single line through the error, write the correct information, and initial the mistake.
 - b. Forward the summons as usual.
 - c. Complete a PD 873, Attachment I, Notification of Court Scheduling Change, and send it to the defendant, via U.S. Postal Service, through the officer's command, or hand deliver it to the defendant.
 - d. Officers should keep a copy of the PD 873 and note the type of service (i.e., mail or hand delivered) for their records.

3. If an error, other than scheduling court, is discovered after the defendant leaves the arrest scene, the error shall be resolved in open court by a motion requesting the specific amendment.

D. Procedures for Voiding a Summons

1. No police officer, regardless of rank, shall void or cause a Virginia Uniform Summons to be voided after it has been signed and accepted. The only person having authority to nullify such a summons after it has been signed is the judge of the court to which the summons is returnable.
2. A police officer may void a summons which has not been signed and accepted under certain circumstances, such as the person refusing to sign or accept a summons and is then placed under full custodial arrest.
 - a. When voiding such a summons, the officer shall print the word "VOID" on the summons, including an explanation, and sign it.
 - b. The voided summons must then be reviewed and signed by the officer's immediate supervisor.
 - c. Voided summonses and all copies shall be turned in at the end of each tour of duty.
 - d. The officer's commanding officer, or designee, shall ensure that all copies of the voided summons are attached to the original and maintained with command files. These voided summonses may be destroyed according to guidelines set in G.O. ADM-453: Records Retention.

E. Officers shall have a supervisor review issued summonses that are returned to their command. The reviewing supervisor shall:

1. Ensure the summons is completed in accordance with departmental procedures, including the use of the appropriate code section. For example, officers are to cite the appropriate City Code Section for offenses in which parallel City and State Code Sections exist, unless specifically instructed by another departmental directive.
2. Initial the summonses indicating his or her review and that any errors that have been identified have been brought to the attention of the issuing officer.

F. Personnel shall adhere to the specific Virginia Uniform Summons additional completion/distribution instructions outlined in Attachments F, Additional

Summons Information; H, Summons Completion Instructions; and J, Distribution of Summonses.

- G. Personnel shall inform defendants who desire to comment on the issuing officer's professionalism or demeanor of the telephone number listed on the back of the Defendant's Copy of the Virginia Uniform Summons.

VI. Recordkeeping (82.3.4)

- A. Officers shall be responsible for maintaining their copy of the summons, field notes, and related paperwork needed to testify in court. These records contain personal information, are classified confidential, and shall be disseminated to authorized personnel for law enforcement purposes only. Officer's files shall be maintained for a minimum period of three years after cases have been adjudicated, before proper disposal by either shredding or burning.
- B. The Commanding Officer of the Central Records Division shall be responsible for ensuring that:
 - 1. The following summonses are entered into the Norfolk Police Department Records Management System:
 - a. All criminal misdemeanor summonses.
 - b. Traffic summonses that were issued with criminal misdemeanor to the same individual within the context of one incident.
 - 2. Summonses with incorrect citations shall be referred to the issuing officer's Commanding Officer to prevent future errors.
- C. Accountability and Auditing of Summonses
 - 1. Every division and/or unit that issues summons books shall ensure that summons books are stored within a secured area.
 - 2. Every division and/or unit that issues summonses shall implement an accounting system using PD 687, Summons Book Check Off Sheet (Attachment K), which logs the date of issue; beginning and ending summons numbers; and receiving officer's name and supervisor's approval, to ensure accurate accounting of all Virginia Uniform Summonses issued to that command.
 - 3. Commands shall conduct and record quarterly audits to ensure the accuracy of the accounting system.

4. The accounting system records and command audits shall be maintained by the command and are subject to inspection. Refer to G.O. ADM-453: Records Retention, for retention period.

Related Documents:

1. G.O. ADM-445: Legal Process
2. G.O. ADM-450: Criminal History
3. G.O. ADM-453: Records Retention
4. G.O. ADM-470: Interpreters
5. G.O. OPR-320: Driving Under the Influence
6. G.O. OPR-415: Incident Based Reporting
7. G.O. OPR-430: Case Reports
8. G.O. OPR-452: Family Violence
9. G.O. OPR-455: Shoplifting
10. G.O. OPR-720: Juveniles
11. G.O. OPR-730: Court Appearances
12. G.O. OPR-460: Foreign Nationals

Attachments:

- A. PD 551 Virginia Uniform Summons
- B. Driver License Compact/Non-Resident Violator Compact
- C. FR 422A, DMV Confirmation of Liability Insurance
- D. MED 3, DMV Medical Review Request
- E. PD 665, Request for Sargent's Material
- F. Additional Summons Information
- G. Consular Notification Process
- H. Summons Completion Instructions
- I. PD 873 Notification of Court Scheduling Change
- J. Distribution of Summonses
- K. PD 687, Summons Book Check Off Sheet

VIRGINIA UNIFORM SUMMONS 710-1840701

OFFICER'S COURT CODE (1)

CASE NO. (3)

HEARING DATE

(2)

HEARING DATE
AND TIME

NORFOLK POLICE DEPARTMENT (PD 551 REV. 7-1-15)

YOU ARE SUMMONED TO APPEAR IN THE CITY OF NORFOLK

14 General District Court TRAFFIC DIVISION - 150 St. Paul's Blvd., 23510
☐ 1A, *664-4900 ☐ 1B, *664-4900

15 General District Court CRIMINAL DIVISION - 150 St. Paul's Blvd., 23510
☐ 2C, *664-4900 ☐ 2B, *664-4900

16 Juvenile & Domestic Relations District Court
 800 E. City Hall Ave. 23510 *664-7340

ON (17) _____ AT _____
 FOR VIOLATION OF ☐ STATE ☐ COUNTY ☐ CITY ☐ TOWN
 (18) _____

LAW SECTION (18) DESCRIBE CHARGE:

COMMERCIAL MOTOR VEHICLE ☐ YES ☐ NO ☐ VCC:
 HAZARDOUS MATERIALS ☐ YES ☐ NO
 RESULTED IN FATALITY ☐ YES ☐ NO
 HIGHWAY SAFETY CORRIDOR ☐ YES ☐ NO (19)

I PROMISE TO APPEAR AT THE TIME AND PLACE SHOWN ABOVE. SIGNING
 THIS SUMMONS IS NOT AN ADMISSION OF GUILT. I CERTIFY THAT MY
 CURRENT MAILING ADDRESS IS AS SHOWN BELOW

X

YOU MUST APPEAR AT TRIAL (JUVENILES MUST APPEAR WITH PARENT/
 LEGAL GUARDIAN).

☐ YOU MAY AVOID COMING TO COURT ONLY IF THIS BLOCK IS CHECKED
 AND ALL INSTRUCTIONS ON DEFENDANT'S COPY ARE FOLLOWED.

(21)

ONLY CALL ABOVE NUMBERS * IF MORE HELP IS NEEDED.

MAILING ADDRESS: ☐ SAME AS ABOVE AT RIGHT
☐ CHANGE FROM D.L.

P.O. BOX/STREET (10)

CITY/TOWN

STATE

ZIP

IMPOSE THE FOLLOWING SENTENCE:

☐ FINE ☐ CIVIL PENALTY OF \$ _____ WITH \$ _____ SUSPENDED.

☐ DRIVER'S LICENSE SUSPENDED EFFECTIVE IN THIRTY (30) DAYS IF FINES/COSTS/
 FORFEITURE/PENALTY/RESTITUTION NOT PAID IN THIRTY (30) DAYS §46.2-395.

☐ JAIL SENTENCE OF _____ WITH _____ SUSPENDED.
 CONDITIONED UPON BEING OF GOOD BEHAVIOR AND KEEPING THE PEACE.

☐ ON PROBATION FOR _____

☐ DRIVER'S LICENSE SUSPENDED _____

CONSECUTIVE SUSPENSION UNDER §46.2-301 ☐ YES ☐ NO

☐ RESTITUTION OF _____ PAYABLE TO _____

BY _____ AS CONDITION OF SUSPENDED SENTENCE.

☐ OTHER: _____

DATE _____ JUDGE _____

G.O. ADM-420: VUS

Attachment A

COURT COPY - PAGE 1

Date of Issue: 10/12/15

VUS REV. 7-01-15

MIDDLE

FIRST

(4)

LAST

NAME

RES. ADDRESS

RES. JURIS.

CITY/TOWN

STATE

ZIP

RACE

SEX

MO.

DAY

D.O.B.

HT.

FT.

IN.

WGT.

EYES

HAIR

STATE

YEAR

STATE

TIME

A.M.

P.M.

ROUTE NUMBERS/STREET

ARREST LOCATION

DUTY STA.

CODE/BADGE NO.

FINGERPRINT

YES

BELOW

(13)

TOTAL

109 INTEREST CHARGE

TOTAL WITH INTEREST

121 TIA FEE

244 C.H. SECURITY FEE

120/217 CT. APPT. ATTY.

113 WITNESS FEE

DLC/NRVC COMPACT MEMBER JOINDER DATES

<u>NRVC</u>	<u>EFFECTIVE DATE</u>	<u>DLC</u>	<u>EFFECTIVE DATE</u>
Alabama	October 1981	Alabama	1966
Alaska	<i>Not a Member</i>	Alaska	September 1986
Arizona	January 1993	Arizona	1963
Arkansas	January 1986	Arkansas	1969
California	<i>Not a Member</i>	California	1963
Colorado	January 1982	Colorado	1965
Connecticut	January 1981	Connecticut	January 1993
Delaware	February 1979	Delaware	1964
Dist. of Col.	August 1980	District of Columbia	November 1985
Florida	October 1981	Florida	1967
Georgia	February 1980	Georgia	<i>Not a Member</i>
Hawaii	January 1996	Hawaii	1971
Idaho	October 1992	Idaho	1963
Illinois	July 1984	Illinois	1963
Indiana	January 1980	Indiana	1967
Iowa	November 1980	Iowa	1965
Kansas	January 1983	Kansas	1965
Kentucky	December 1978	Kentucky	August 1996
Louisiana	November 1979	Louisiana	1968
Maine	January 1982	Maine	1963
Maryland	July 1979	Maryland	July 1978
Massachusetts	December 1987	Massachusetts	<i>Not a Member</i>
Michigan	<i>Not a Member</i>	Michigan	<i>Not a Member</i>
Minnesota	October 1978	Minnesota	January 1990
Mississippi	March 1979	Mississippi	1962
Missouri	October 1980	Missouri	October 1985
Montana	<i>Not a Member</i>	Montana	1963
Nebraska	January 1982	Nebraska	1963
Nevada	February 1990	Nevada	1961
New Hampshire	January 1982	New Hampshire	October 1986
New Jersey	July 1983	New Jersey	1966
New Mexico	January 1985	New Mexico	1963
New York	June 1982	New York	1965
North Carolina	September 1980	North Carolina	September 1993
North Dakota	July 1980	North Dakota	May 1986
Ohio	January 1985	Ohio	October 1987
Oklahoma	July 1987	Oklahoma	1967
Oregon	<i>Not a Member</i>	Oregon	1963
Pennsylvania	July 1979	Pennsylvania	October 1994
Rhode Island	April 1986	Rhode Island	January 1987
South Carolina	January 1981	South Carolina	August 1987
South Dakota	May 1980	South Dakota	November 1987
Tennessee	September 1984	Tennessee	'65/'97dropped out
Texas	January 1982	Texas	September 1993
Utah	July 1985	Utah	1965
Vermont	October 1985	Vermont	October 1987
Virginia	July 1980	Virginia	1963
Washington	October 1993	Washington	1963
West Virginia	July 1978	West Virginia	July 1972
Wisconsin	<i>Not a Member</i>	Wisconsin	<i>Not a Member</i>
Wyoming	July 1987	Wyoming	May 1987

CONFIRMATION OF LIABILITY INSURANCE

FR 422A (10/18/05)

Purpose: Use this form to provide liability insurance information for this motor vehicle.

Instruction: Mail the completed form to DMV at the above address. DO NOT MAIL TO YOUR INSURANCE COMPANY.

Virginia law requires all registered motor vehicles to be covered by liability insurance or payment of the Uninsured Motor Vehicle Fee (UMV).					
ISSUE DATE (mm/dd/yyyy)	TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	LOCATION		
OWNER'S NAME			Important Message to Owner This notice requires the owner described to furnish certain liability insurance information. Failure to furnish liability insurance information to DMV within 30 days will result in the suspension of your driver's license and vehicle(s) registration.		
STREET ADDRESS					
CITY/COUNTY	STATE	ZIP CODE			
VEHICLE MAKE	YEAR	TAG NUMBER			
VEHICLE IDENTIFICATION NUMBER (VIN)			INSURANCE COMPANY'S NAME		
OPERATOR'S NAME			POLICY NUMBER		
STREET ADDRESS			INSURED NAME		
CITY/COUNTY			INSURANCE COMPANY USE ONLY Please indicate below if this vehicle was NOT insured by your company on the date this form was issued and return this form to DMV at the address above.		
STATE			INSURANCE COMPANY NAME		Coverage Denied <input type="checkbox"/>
ZIP CODE			AUTHORIZED SIGNATURE		DATE (mm/dd/yyyy)
DMV CUSTOMER NUMBER	OPERATOR'S SIGNATURE				
DEPARTMENT		OFFICER	BADGE NUMBER		

MEDICAL REVIEW REQUEST

MED 3 (05/10/2013)

Purpose: Use this form to request the Department of Motor Vehicles (DMV) to conduct a medical review of a licensed driver.

Instructions: Print or type all information. Complete form in its entirety. Mail completed form to Medical Review Services at the above address, or fax to Medical Review Services at 1-804-367-1604.

DRIVER INFORMATION			
DRIVER NAME (last, first, middle)		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (mm/dd/yyyy)
DMV CUSTOMER NUMBER	VEHICLE PLATE NUMBER	TELEPHONE NUMBER ()	
If you change either your residence/home address or mailing address to a non-Virginia address, your driver's license or photo identification (ID) card may be canceled.			
RESIDENCE/HOME ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different from above address)	CITY	STATE	ZIP CODE

REQUESTER INFORMATION			
Based on my observation, I believe the driver named above should be given the following tests: <input type="checkbox"/> Medical Examination <input type="checkbox"/> Vision Examination <input type="checkbox"/> Knowledge Examination <input type="checkbox"/> Road Skills Test I understand that the Department of Motor Vehicles may have additional requirements.			
Describe in <u>detail</u> the circumstances that led to this request. Please provide as much information as possible including a description of what appears to be the driver's mental, physical or visual impairment. Use an additional sheet if necessary.			
REQUESTER NAME (print)		REQUESTER BADGE NUMBER	
ORGANIZATION/LAW ENFORCEMENT AGENCY NAME		TELEPHONE NUMBER ()	FAX NUMBER ()
BUSINESS STREET ADDRESS	CITY	STATE	ZIP CODE
REQUESTER SIGNATURE		DATE (mm/dd/yyyy)	

CONTACT INFORMATION/NOTICE	
If you have questions, contact Medical Review Services at: 1-804-367-6203 (Voice) 1-800-272-9268 (Deaf or Hearing Impaired Only) 1-804-367-1604 (Fax)	Virginia Code § 46.2-322 provides that if the driver submits a written request, DMV will furnish the reasons for the examination, including the identity of anyone who supplied information regarding fitness to drive a motor vehicle. However, this law states that the DMV cannot provide the information if the source is a relative or licensed medical professional treating the driver.

NORFOLK DEPARTMENT OF POLICE
Request for Sargent's Material

Date of Request: _____

Requesting Officer: _____ Employee Number: _____

Command: _____

The below listed individual has been charged with an offense within the City of Norfolk and is eligible to receive enhanced punishment due to previous convictions for the same offense. Therefore, the certified court record(s) for the previous convictions is/are requested.

Defendant: _____

DOB _____

SSN _____

O/L# _____ O/L State _____

Offense(s) Charged: _____

Court Date: _____

Instructions: Submit this form to the Central Records Division by no later than the working day following the arrest.

ADDITIONAL SUMMONS INFORMATION

Arrest and Detention of Foreign Nationals	Copies of <i>Diplomatic and Consular immunity: Guidance for Law Enforcement and Judicial Authorities</i> and <i>Consular Notification and Access: Instructions for Federal, State and Local Law Enforcement and Other Officials Regarding Foreign Nationals in the United States and the Rights of Consular Officials to Assist Them</i> booklets can be found at: R: Reference\Diplomatic Immunity and Consular Notification
Incident Number	<p>The issuing officer will enter the department's incident number on the Central Records copy (Pg. 4) of the summons in the space allotted in the left margin. Refer to OPR-415: Incident Based Reporting (IBR) for completing an IBR for a reportable offense.</p> <ul style="list-style-type: none"> • If the summons is associated with a reportable offense, the IBR number generated for the IBR report will be used, e.g., larceny, etc. • If the summons is associated with a non-reportable offense, the officer will generate an incident number in the same manner as for IBR reports, e.g., littering, trespassing, etc.
Violations Requiring Abstracts	<p>SC 46.2-384, <u>Law-enforcement officers arresting drivers for certain offenses to request abstracts or transcripts of driver's conviction records</u></p> <ul style="list-style-type: none"> • Driving under the influence of alcohol or drugs • Reckless driving • Failure to stop at the scene of an accident • Driving without a license or while license has been suspended or revoked • Driving without a Commercial Drivers License (CDL) or while CDL has been suspended or revoked. <p>SC 46.2-357, <u>Operation of motor vehicle or self-propelled machinery or equipment by habitual offender prohibited; penalty; enforcement of section</u></p>
NRVC/DLC Information	Personnel may refer to American Association of Motor Vehicle's website at www.aamva.org for additional information on the Non-Resident Violator Compact (NRVC), Driver License Compact (DLC), and NRVC/DLC members.

ARRESTING A NON-U.S. CITIZEN

Consular Notification Process



Q. Are you a U.S. citizen?

A. "YES, I am a U.S. citizen."

(No further action required.)



"NO, I am not a U.S. citizen."



IN ALL CASES:

- Do not inform consulate about detainee's refugee or asylum status.
- Detainee may communicate with consular officer and may request consular access at any time (whether previously declined or not).
- Consular officers may have access to detainee regardless of whether detainee requests it. Even if detainee does not want to be visited, consular officers may still have one face-to-face visit.

Q. Are you a national of one of these countries?

Albania	Costa Rica	Kazakhstan	Poland ²	Tanzania
Algeria	Cyprus	Kiribati	Romania	Tonga
Antigua and Barbuda	Czech Republic	Kuwait	Russia	Trinidad and Tobago
Armenia	Dominica	Kyrgyzstan	St. Kitts and Nevis	Tunisia
Azerbaijan	Fiji	Malaysia	St. Lucia	Turkmenistan
Bahamas	Gambia	Malta	St. Vincent and the Grenadines	Tuvalu
Barbados	Georgia	Mauritius	Seychelles	Ukraine
Belarus	Ghana	Moldova	Sierra Leone	United Kingdom ³
Belize	Grenada	Mongolia	Singapore	Uzbekistan
Brunei	Guyana	Nigeria	Slovakia	Zambia
Bulgaria	Hungary	Philippines	Tajikistan	Zimbabwe
China ¹	Jamaica			

1. Includes Hong Kong and Macao. Does not include Republic of China (Taiwan).

2. Mandatory only for non-permanent residents in the United States (i.e., those not holding a "green card"); for green card holders, notification is upon request.

3. UK includes Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos islands. Residents' passports bear the name of their territory and may also bear the name "United Kingdom." Whether or not the passport bears the name "United Kingdom," consular services for these persons are provided by UK consulates.

A. "YES."

Step 1. Inform detainee that he or she may communicate with consulate, and that you must notify consulate of arrest/detention.

Step 2. Notify nearest consulate **without delay**.

Step 3. Make record of notification in case file. Where fax or email sent, keep fax confirmation or sent email.

Step 4. Allow consular officers access to detainee if they subsequently request access.

(No further action required.)



"NO."

Inform detainee, **without delay**, that he or she may have consulate notified of arrest/detention.



Q. Do you want your consulate notified of your arrest/detention?

A. "YES."

Step 1. Make note in case file.

Step 2. Notify nearest consulate **without delay**.

Step 3. Make record of notification in case file. Where fax or email sent, keep fax confirmation or sent email.

Step 4. Allow consular officers access to detainee if they subsequently request access.

(No further action required.)



"NO."

Step 1. Make note in case file.

Step 2. Do **NOT** inform the consulate.

(No further action required.)



Consular Notification & Access (CNA)
U.S. Department of State
CA/P
SA-17, 12th Floor
Washington, DC 20522-1712

P: 202-485-7703
F: 202-485-6170
consnot@state.gov

For more information visit: <http://travel.state.gov/CNA>

SUMMONS COMPLETION INSTRUCTIONS

All appropriate blocks on the Virginia Uniform Summons should be filled in by the issuing officer. Special attention should be given to the specific instructions mentioned below. Refer to Attachment A, PD 551, Virginia Uniform Summons, for corresponding block numbers.

Block 1	Write in officer's court code.
Blocks 2 & 3	Leave blank.
Blocks 4, 5, & 7	Write in arrestee's full name and current residential address.
Block 6	Leave blank.
Block 8	Location should be a street address or hundred block, not an intersection.
Block 9	Write "SAME" if the arrest and offense locations are the same. If they are not, follow instructions for Block 8.
Block 10	When the listed address noted in Blocks 5 & 7 is the current mailing address, check the box "SAME AS ABOVE AT RIGHT". If the current mailing address is different from the one listed in Blocks 5 & 7, check the box "CHANGE FROM D.L." and write in the full mailing address.
Blocks 11 & 12	On a traffic summons, write in "OFFICER" as the complainant and "SAME" as the address. On a misdemeanor summons, write in "OFFICER" if the issuing officer is also the complainant. If writing the summons for a special officer or other complainant, write in their name and address.
Block 13	Place a rolled right thumb print on the Court copy (Pg. 1) and on the Central Records copy (Pg. 4) of the summons for all misdemeanor offenses. Due to the limited space on the Court copy, the print may be rolled on the back of the summons, providing the officer makes a note on the front of Pg. 1.
	If the subject has no right thumb, use the left thumb. If the subject has no thumbs, use any finger, however the right index is preferred. In either of these two cases, the officer shall note which thumb or finger was used.
Blocks 14, 15, 16, & 17	Check the appropriate block to indicate the court/room the case will be set for and write the correct court date and time the court case is to be scheduled for. Refer to OPR-730.
Block 18	Unless specifically directed by departmental directive, all individuals will be charged under the appropriate City Code Section for violations which parallel State Code Sections.
Charges Which Require Additional Information	Bicycle Prohibited: Indicate location, e.g., Town Point Park, etc.
	Concealed Weapon: Indicate the type of weapon, e.g., gun, knife, razor, etc.
	Littering: Indicate what was littered, e.g., paper, cans, glass and if broken, etc.
	Maintenance in Park: Indicate type, e.g., waxing car, changing oil, working on engine, etc.
	Trespassing: Indicate the action the violator was committing during the trespass, e.g., homeless, fishing, lewdness, eluding police, etc. Also indicate the location of the trespassing, e.g., Northside Park, City Beach, NRHA Property, etc.

Block 19	The appropriate Virginia Crime Code (VCC) will be noted on all summonses, which involve a jailable offense (SC 19.2-390.1, <u>Use of Virginia crime code references required</u>). Personnel may refer to Virginia State Crime Commission's website at www.vcsc.state.va.us for complete VCC listings. A common VCC misdemeanor violations listing is available on the City's computer network at R:\Reference and the NPD Intranet.	
Block 20	A signature is required for release on a summons. Ensure signature matches the name in Block 4.	
Block 21	Check this box if the offense charged does not appear in the list below.	
Offenses For Which Trial May Not Be Waived (Accident-related charges that are non-payable are included)	Altered, stolen, or improper state tags, inspection sticker, or city license	Hit and run
	Any morals charges	Illegal Dumping
	Assault	Leaving the scene of an accident
	Assuming a false name	No insurance
	Concealed weapon	No medical card
	Curse and abuse	No log book
	Destroying private property	No SCC permit
	Disorderly conduct	Obstructing justice
	Disregard a police signal	Possession of narcotics
	Driving under the influence of alcohol or drugs	Reckless driving
	Expired temporary tags	Resisting arrest
	Failure to destroy temporary tags	Revoked, suspended, restricted, or no operator's permit
	False information	Speeding in work zone



City of NORFOLK

Department of Police

PD 873

Notification of Court Scheduling Change

:

This letter is to inform you of a change to the Virginia Uniform Summons # _____, that was issued to you on _____. You are hereby advised of the following change.

Court Date/Time: This case has been rescheduled for court on _____,
at _____ o'clock ☐ am / ☐ pm.

Courtroom Assignment:

☐ Norfolk General District Court, 150 St. Paul's Blvd., Norfolk, VA, 23510, #664-4900

☐ Traffic Division #1A

☐ Traffic Division #1B

☐ Criminal Division #2B

☐ Criminal Division #2C

☐ Juvenile & Domestic Relations District Court, 800 E. City Hall Ave.,
Norfolk, VA, 23510, #664-7340

Law Section: _____

Code Description: _____

Thank you for your cooperation in this matter.

Sincerely,

I, _____, hereby affirm that I mailed\hand delivered this letter on
(Officer)

(Date)

(Supervisor)

Rev. 01/15 CRD

Used By All Commands

DISTRIBUTION OF SUMMONSES

Routine Distribution of Summonses			
Traffic Summonses	Court Copy DMV Copy	Page 1 Page 2	Will be turned in to the issuing officer's command. The command will forward these copies directly to Traffic Court or Juvenile and Domestic Relations Court, as appropriate. Copies are to be folded horizontally just below the "Mailing Address" box, with the bottom portion folded backwards.
	Defendant's Copy	Page 3	Will be given to the defendant.
	Central Records Copy	Page 4	Traffic summonses issued to adults and juveniles can be destroyed appropriately by shredding or burning.
	Officer's Copy	Page 5	Will be retained by the issuing officer.
Misdemeanor Summonses	Court Copy DMV Copy Central Records Copy	Page 1 Page 2 Page 4	Will be turned in to the issuing officer's command. The command will forward these copies. Summonses issued to adults will be forwarded to Central Records Division, and summonses issued to juveniles will be forwarded directly to Juvenile and Domestic Relations Court. Copies will not be folded.
	Defendant's Copy	Page 3	Will be given to the defendant.
	Officer's Copy	Page 5	Will be retained by the issuing officer.

EXCEPTIONS TO SUMMONS DISTRIBUTION

Physical Arrests (Remaining copies/pages will be distributed as usual.)	Traffic-related	Court Copy DMV Copy	Page 1 Page 2	Summons(es) will be attached to the arrest warrant at the time of the execution and return it to the magistrate.
	Criminal-related	Court Copy	Page 1	Summons(es) will be attached to the physical arrest warrant at the time of execution and return it to the magistrate.
		DMV Copy Central Records Copy	Page 2 Page 4	Summons(es) will be turned in to the issuing officer's command. The command will forward these copies to the Central Records Division.
Requests for Immediate Hearing	Traffic-related	In certain cases, individuals may request an immediate hearing on a traffic infraction. When this occurs, the officer will hand carry the issued summons to the appropriate Traffic Court for placement on the next day's docket.		
	Criminal-related	Immediate hearings may not be conducted on misdemeanor offenses.		

Summons Book Check Off Sheet

DATE _____

[illegible]